

WARGRAVE HOUSE SCHOOL & COLLEGE
PERSON SPECIFICATION – HEAD OF POST 16 LEARNING

	DESCRIPTION	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	Honours degree	X		Application
	Qualified Teacher Status	X		
	Clean driving licence		X	
	Further post-graduate study relevant to post		X	
	Leadership training (NPQSL or equivalent or other current ongoing study)		X	
	Willingness to undertake additional leadership training	X		
EXPERIENCE	Proven track record of outstanding curriculum practice within a specialist provision (planning and development and student facing)	X		Application Selection Process Supporting Statement Interview
	Planning, delivery and review of value for money, outcome focused improvement plans	X		
	Teaching young people with ASD	X		
	Successful working with parents/carers and other stakeholders	X		
	Collaborative working with a range of statutory and voluntary agencies	X		
	Securing excellence through innovative change		X	
	Leading performance management processes and raising standards	X		
	Collating performance data to compile accurate self-assessment reports	X		
KNOWLEDGE	Sound knowledge of the National Curriculum/Adult Core Curriculum	X		Application Interview
	Understanding of health, education and social care legislation		X	
	Experience of wider learning and employability opportunities including internships and work placements	X		
	Awareness of implementation of legislation relating to Safeguarding and online safety	X		
	Understanding of ASD and barriers to learning and specialist strategies to overcome these		X	
	Accredited learning programmes and securing ambitious outcomes in and out of college		X	
	Pedagogy, higher order thinking skills and the implications for leading learning	X		
	A collaborative approach to working with others including staff, parents/carers, governors and leading bodies such as NATSPEC	X		

WARGRAVE HOUSE SCHOOL & COLLEGE
PERSON SPECIFICATION – HEAD OF POST 16 LEARNING

	Non-maintained SEND provision		X	
	Ofsted EIF & Further Education EIF	X		
SKILLS	Ability to think and plan strategically and leading change	X		Application Interview
	Clear vision of strategies for raising achievement and measuring impact	X		
	Excellence in day-to-day contribution and reliability	X		
	Ability to lead and manage decisively within a collaborative ethos	X		
	Ability to motivate and inspire others	X		
	Ability to set and work to deadlines	X		
	Fluent and effective communicator (orally and in writing)	X		
	Outstanding organisational skills, time management and execution of tasks	X		
PERSONAL QUALITIES AND ATTRIBUTES	Commitment to equality, diversity and inclusion	X		Application Interview References
	Passion for working with young people with ASD	X		
	Flexibility and adaptability to share expertise across both school and college	X		
	Commitment to actively promoting the policies and procedures of the school	X		
	Sensitivity, diplomacy and tact	X		
	High levels of emotional intelligence	X		
	An excellent team player	X		
	Clear commitment to supporting staff development	X		
	Confidentiality	X		
	Commitment to personal and professional development	X		
	A commitment to safeguarding and promoting the welfare of children	X		
	A positive and resilient individual with drive, integrity, a cheerful disposition and sense of humour	X		
	Ability to work under pressure and meet deadlines	X		
	A track record of excellent attendance & excellent outcomes for associated students/colleagues	X		

Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.